



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

OFFICE ASSISTANT III
(CLASS CODE 0061)

ENTRANCE SALARY: \$22,528 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn. Applicants who have taken the performance examination will not be allowed to repeat that portion of the examination for a period of one (1) month from the date of their last test, not to exceed four (4) times in a year.

KIND OF WORK:

Varied and independent clerical support work of moderate difficulty; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) High School Diploma. Original High School Diploma or GED issued by the State Department of Education must be presented at the time of application.
- 2) Permanent status with the City of New Orleans in a class of work having a pay grade equal to or higher than Office Assistant II (pay grade 30) and one (1) year of experience at that level.
- 3) Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division of equivalent courses offered by the Sewerage & Water Board:

Note: The Civil Service Department reserves the right to determine what courses are considered equivalent.

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| Basic Grammar Usage and Proofreading | (COMM 110) | <u>Or</u> |
| Basic Grammar Usage and Proofreading | (COMM 111) | <u>And</u> |
| Basic Grammar Usage and Proofreading | (COMM 112) | |
| Basic Office Skills | (GCLE 310) | |
| City Employee's Orientation | (PBSV 200) | |
| Techniques of Good Customer Service | (PBSV 220) | |
| Telephone Techniques | (PBSV 230) | |

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of twenty (20) words per minute after the deduction of errors and a qualifying rating of training and experience to determine if the applicants meet the minimum qualifications. Credit will only be given for experience gained within the last ten (10) years.

This is a non-competitive promotional examination limited to permanent employees of the City of New Orleans in accordance with Rule V, Section 8.1 (d).

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

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